

Inspection Worksheet Instructions

1. All specification compliance inspections are to be conducted at the vendor's location.
2. A separate inspection sheet shall be prepared for each unit of equipment.
3. Vehicle Identification Numbers (VIN) are to be verified from the unit's data plate - **do not** transcribe the VIN from the vehicle's paperwork.
4. In fairness to parties involved, compliance inspectors are to compare offered equipment to WSDOT'S **published specification only**. Personal bias shall not be interjected into the inspection.
5. A copy of all compliance inspections shall be provided to the vendor(s) and to the Equipment Manager. The equipment manager will retain a copy on file for a period of two (2) years, attached to the appropriate requisition.
6. Equipment not complying with published specifications shall **not** be delivered to WSDOT until all faults have been remedied and a WSDOT reinspection of the shortcomings has been accomplished.
7. When a piece of equipment is deemed not to be acceptable, the inspecting official shall submit Part 3 of this report to the equipment manager by Fax at 360-705-6818.
8. **The vendor has 30 calendar days from the date shown in Part 2 to remedy shortcomings. After that time, WSDOT will notify the Office of State Procurement that the equipment is rejected for failure to comply.**
9. A copy of any inspection sheet reflecting acceptance after reinspection (within 30 calendar days) will be provided to the vendor and the Equipment Manager.

Equipment Specification Compliance Inspection

Note: See reverse side for instructions.

Part 1 - General Information

Requisition No.	Purchase Order No.	Unit VIN
Inspector's Printed Name		Vendor Rep. Printed Name

Part 2 - Acceptance

The equipment complies with WSDOT's specification and the unit is determined acceptable. The vendor must give the regional equipment superintendent 24 hours notification prior to delivering the unit to a WSDOT location.

Vendor Rep. Signature Date Inspector's Signature Date

Part 3 - Nonacceptance

[illegible]

Part 4 - Reinspection

All noncompliance faults listed in Part 3 have been corrected; and the unit is accepted. the vendor must give the regional equipment superintendent 24 hour notification prior to delivery of the item.

Inspector's Printed Name Inspector's Signature Date

Distribution: White - Vendor; Canary - Equipment Manager; Pink - Regional Equipment Superintendent